

Agricultural Marketing Service
Deputy Administrator, Marketing- Programs
Tobacco Programs
Clerk, GS-303-3

SJ TB8

I. INTRODUCTION

This position is located in an office of the Tobacco Division. The Division has responsibility for carrying out inspection and grading services, market news, standardization and related programs authorized by the Tobacco Inspection Act and other legislation as assigned to the Division.

The employee performs a variety of clerical assignments for an assigned organizational unit.

II. MAJOR DUTIES

Handles a wide variety of telephone calls from State and local marketing officials, warehousemen, growers, buying concerns, Circuit and Set Work Leaders, and the Regional and headquarters offices. Provides basic information as authorized or directs caller to appropriate person.

Maintains daily itineraries for supervisor and other key personnel in area so that messages and instructions can be promptly relayed to keep pace with rapidly developing situations.

Prepares reports, statistical tables, forms and correspondence pertaining to the activities of the unit. Reviews completed material for spelling, grammar, punctuation, conformance to format, spacing arrangement and other procedural requirements.

Routes incoming mail, correspondence, reports, etc. to appropriate staff member. Locates and furnishes material to requester. Maintains suspense file and checks for timely response in line with due date.

Assists supervisor by maintaining a number of records and forms concerning grading services, market news, etc. Incumbent is responsible for preparing and making proper distribution of forms and reports, and keeping records and material up-to-date at all times.

Makes necessary arrangements for travel of supervisors. This includes transportation and lodging reservations, travel authorizations, tickets and itineraries. Prepares travel vouchers after completion of trip.

Receives various market data by telephone and verifies information. Enters the data in the computer, following established program, to produce final reports and stencil copies. Verifies totals and completed report. Releases data electronically or by telephone.

Maintains basic office files and mailing lists.

Responsible for printing, duplicating, collating and filing of material.

Provides assistance to others as needed. Maintains time and attendance and other administrative functions for employees of the unit.

III. FACTORS

1. Knowledge Required by the Position

Knowledge of office procedures regarding format and distribution.

Skill in dealing with tobacco industry officials and others on questions or problems relative to services.

Knowledge of spelling, arrangement, grammar and punctuation in order to prepare reports and correspondence.

Ability to operate a computer or similar equipment that requires detailed instructions and sequential procedures.

Skill in operating office machines, including telecopiers, duplicating copiers, calculators, folding machines, etc.

Knowledge of the organization and functions of the office in order to correctly route correspondence and direct callers and visitors to the appropriate person.

Knowledge of the office filing system in order to obtain requested material and maintain files.

2. Supervisory Controls

The supervisor provides assignments, technical guidance and administrative supervision. The incumbent may also receive guidance from other supervisors, technicians and higher level clerical employees. Recurring duties are performed independently in accordance with established procedures. The supervisor provides specific instructions on new or unusual work. Clearance must be obtained for significant deviations from instructions or established procedures. Completed work is spot-checked for accuracy, format and conformance with instructions.

3. Guidelines

Established guidelines include dictionaries, style manuals, Departmental, Agency and Division regulations, instructions or directives, policies and procedures of the unit and verbal guidance

from supervisor. The incumbent uses judgment in selecting the appropriate guideline, referring to a supervisor unusual situations for which there is no set precedent or instruction.

4. Complexity

The incumbent performs a full range of clerical and support functions for the unit, including preparation and review of various forms, reports and records. Data must be entered directly into a computer, requiring special attention to accuracy. Decisions are based on procedural knowledge of the work and an awareness of the functions and assignments of the office.

5. Scope and Effect

The purpose of the position is to relieve the supervisors of much of the nontechnical and support functions of the office, so they may concentrate on technical or managerial duties. The work has a direct effect on the accuracy, reliability and efficiency of the staff and on the trust and public relations of the Division. Market news is the only source of data on individual tobacco grades and quality available to the tobacco industry. It is used widely by both domestic and foreign economic analysts in the industry and government. Basic data is used to determine support levels for future crops.

6. Personal Contacts

Contacts by telephone and in person include tobacco company representatives, producers, warehouse officials, insurance agents, tobacco cooperative, foreign government officials, members of the press, radio and television stations, other USDA agencies, and members of the Division.

7. Purpose of Contacts

Contacts are for the purpose of obtaining or providing information, taking and relaying messages, and directing callers and visitors to appropriate person.

8. Physical Demands

The work requires no special physical demands. There may be some walking, bending, standing and carrying items such as books and papers.

9. Work Environment

The work is normally performed in an office setting.